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ABSTRACT

The set of standards contained in this bulletin was approved by t e Maryland State Board of Education in March 1969. The standards were designed to implement provisions of certain sections of laws relating to the establishment and operation of the state's 2-year colleges. The bulletin also contains paragraphs on definition of terms, purposes and objectives, admissions, faculty, instruction, curriculum, library, laboratories, graduation, catalog and announcements, student welfare and activities, administration, finances, buildings and grounds, board of trustees, campus climate, and the accreditation schedule. The material could be useful to administrators working on their own plans and/or devising legislation for their colleges. (HH)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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maryland standards

for two-year colleges

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foreword

This bulletin is reprinted as of May 1969. The set of standards contained herein was officially approved by the Maryland State Board of Education at its regular meeting on March 26, 1969. These standards have been designed to implement provisions of the following sections of laws relating to the establishment and operation of two-year colleges in the State of Maryland.

A. Applicable to both public and nonpublic two-year colleges

Section 11 of Article 77 of the Annotated Code of Maryland, 1969.

11. (a) The State Board of Education shall prescribe, with and on the advice of the State Superintendent of Schools, bylaws, rules and regulations for approval and accreditation of all public schools.

(b) The State Board of Education shall prescribe the minimum requirements for issuing all certificates and diplomas, and academic, collegiate, professional, or university degrees. No public or private educational institution may issue any certificate or diploma or academic, collegiate, professional, or university degree without having first obtained the assent of the State Board of Education and approval of said Board of the conditions of entrance, scholarship, and residence upon which said certificate, diploma or degree is issued.

Section 12 of Article 77 of the Annotated Code of Maryland, 1969.

12. (a) After January 1, 1948, every private school or educational institution, however designated, which charges tuition or fees for attendance, and which offers a program of college, professional, preparatory, high school, junior high school, elementary, kindergarten, or nursery school work, or any combination thereof, or which offers a program of trade or technical education, or both, or which gives pre-employment or supplementary training, or both, in the fields of trade or industry, and any any every private school or educational institution charging tuition or fees for attendance, except those operated by bona fide church organizations, must secure a certificate of approval issued by the State Superintendent of Schools, before it may begin or continue to operate or function in this State. Bona fide church organizations shall include those schools known as Amish and Mennonite church parochial schools in Charles, Garrett and St. Mary's counties. Provided, that nothing in this section shall be construed as having application to any school or college that is now operating under a charter granted by the legislature of Maryland or rehabilitation workshops or facilities engaged exclusively in training handicapped persons for the Division of Vocational Rehabilitation of the State Department of Education.

(b) The State Superintendent of Schools shall issue a certificate of approval to any applicant operating or proposing to operate such a private school or educational institution whose conditions of entrance, scholarship, educational qualifications, standards and facilities are adequate and appropriate for the purposes, program, training and courses to be taught or given therein. Any such certificate may be revoked at any time for cause by the State Board of Education but only in the manner herein described. Before any such certificate may be revoked the State Superintendent of Schools shall first give the school involved a written notice of his intention to require such school to show cause before the State Board of Education why such certificate of approval should not be revoked. Such notice of intention shall clearly specify the grounds for his proposed action and shall give such school thirty days in which to correct the conditions complained of therein. If at the end of said thirty day period, or such extensions thereof as may be granted by the State Superintendent of Schools, the State Superintendent of Schools shall still be dissatisfied he shall give such school a written order requiring such school to show cause, if any, at a hearing before the State Board of Education to be held at a specific time therein designated, not less than thirty days after the date of such order, why such school's certificate of approval should not be revoked. Upon such hearing or upon the failure of any representative of the school to attend such hearing, the State Board of Education may revoke such certificate of approval by an order of revocation effective fifteen days from the date thereof; provided, however, such school may appeal from the Board's decision to the circuit court of the county wherein the applicant purposes to operate, or to the Superior Court of Baltimore City, if the applicant purposes to operate therein. The State Board may stay its order pending the determination of such appeal. Any applicant who has been denied a certificate shall be entitled to a hearing before the State Board of Education which may affirm or reverse the action of the State Superintendent of Schools. Any applicant adversely affected by a decision of the State Board of Education affirming the action of the State Superintendent of Schools in denying a certificate may appeal from the Board's decision to the circuit court of the county wherein the applicant purposes to operate, or to the Superior Court of Baltimore City, if the applicant purposes to operate therein. On any such appeal from the action of the State Board of Education in either revoking such certificate or in affirming the action of the State Superintendent of Schools in denying a certificate, there shall be a rebuttable presumption that the action of the State Board of Education is proper and in the public interest. The burden of proof shall be upon the appellant to show that the decision complained of is either against the public interest, or that the State Board of Education's discretion in rendering its decision was not honestly and fairly exercised or was arbitrary or unsupported by any substantial evidence, or was unreasonable or beyond the powers of the Board or illegal. The appeal shall be heard by the court without a jury

or with a jury if either party so request. The State Board may be a party to such appeal. If the court affirms the action of the State Board of Education in revoking a certificate, the revocation of such certificate shall thereupon become effective, if previously stayed. Either party shall have the right of appeal to the Court of Appeals from any decision of the court on the question of denial or revocation of a certificate.

Sections 151-159 of Article 77 of the Annotated Code of Maryland, 1969.

FRAUDULENT OR SUBSTANDARD DEGREES

151. It is the policy of this State to prevent deception of the public resulting from the conferring and use of fraudulent or substandard degrees. Since degrees, diplomas and similar measures of academic achievement are constantly used by employers in judging the training of prospective employees; by public and private professional groups in determining qualifications for admission to and continuance of practice; and by the general public in assessing the extent of competence of persons engaged in a wide range of activities necessary to the general welfare, regulation by law of such evidences of academic achievement is in the public interest. To the same end, the protection of legitimate institutions and of those holding degrees from them is also in the public interest.

152. As used in this chapter:

(1) *"Degree-granting institution"* means a school, academy, institute, junior college, college, university, or person or entity of whatever kind which furnished or offers to furnish instruction leading toward or prerequisite to an academic or professional degree beyond the secondary school level, and which requires that in order to obtain a degree or diploma the recipient thereof satisfactorily complete an appropriate course of class, laboratory or research study in person under a faculty whose members hold appropriate academic degrees or an educational organization or entity qualifying to grant degrees under Section 155 of this chapter.

(2) *"Degree"* means any designation, mark, appellation, series of letters or words, or other symbol which signifies, purports or is generally taken to signify satisfactory completion of the requirements of an academic or professional program of study beyond the secondary school level.

153. A degree or any object in evidence thereof may be awarded only by a degree-granting institution. Anything in this chapter to the contrary notwithstanding, a degree-granting institution may award honorary degrees; provided that any such degree be clearly represented to be honorary and that any diploma, certificate or other tangible object issued or purporting to be in evidence thereof be clearly and conspicuously marked in a manner which will convey to the general public that the degree is honorary.

154. (a) Institutions not in operation June 1, 1961; contents of notices; amendments.

Unless a degree-granting institution is in operation on June 1, 1961, it shall not award any degree or diploma or other certificate therefor until one year after it has filed a written notice with and until such notice has received the approval of the State Department of Education. The notice shall contain the name and address of the degree-granting institution; the names and addresses of the president or other administrative head and of each member of the board of trustees or other governing board; the names of members of the faculty with the highest academic degree held by each; a full description of the degree or degrees to be awarded and the course or courses of study prerequisite thereto; and such additional information as the State Department of Education may prescribe. An amendment to the notice shall be filed with the State Department of Education prior to the award of any degree or diploma or other certificate therefor not contained in the original notice or prior amendments thereto. A degree or diploma or other certificate therefor authorized in an amendment shall not be awarded until one year after the filing of the amendment with and the approval of the State Department of Education.

(b) Notice to be kept current.

A degree-granting institution shall keep the notice which it shall have filed with the State Department of Education current at all times. For this purpose, it shall report, by appropriate amendment of the notice, any change in any fact reported therein within thirty days of its occurrence.

(c) Institutions in operation June 1, 1961.

All degree-granting institutions in operation on June 1, 1961, shall file notices as required by this section within 180 days of said date and thereafter the provisions of this section shall be fully applicable to them, except that the one year waiting period prescribed in subsection (a) hereof shall not be required for any type of degree being awarded by said institution during the academic year 1961-1962.

(d) Conditions for approval of notice.

The State Department of Education shall not approve any notice or amendment thereto filed pursuant to this section unless it finds the facts stated herein to be correct and further finds that such facts constitute compliance with the requirements of this subtitle for degree-granting institutions.

(e) Evidence of accreditation in lieu of notice.

By rule or regulation the State Department of Education may provide for recognition by it of national and regional education accrediting agencies. Any degree-granting institution or applicant for status as a degree-granting institution which offers resident instruction may offer annually in lieu of any notice or amendment thereto required by this section, evidence that it is accredited generally or in respect of its degree programs by an educational accrediting agency recognized by the State Superintendent of Schools. If the State Department of Education finds

that the institution is so accredited, it shall not require the filing of any notice or amendment thereto by such institution pursuant to this section, nor shall Section 156 of this chapter apply to any such institution.

155. (a) Any educational organization or entity which could not qualify as a degree-granting institution solely because it does not conduct instruction in residence may qualify as such an institution upon approval by the State Department of Education. Such approval shall be given only if the State Department of Education finds that the applicant, organization or entity:

(1) Maintains physical facilities suitable and sufficient to the giving of a program or programs of instruction of degree caliber in the field wherein it proposes to grant degrees.

(2) Maintains a suitable and sufficient faculty for instruction in its degree-granting program or programs.

(3) Maintains its student records in a safe and suitable place so that there is reasonable assurance that they are and will remain available for all normal purposes for a reasonable period of time.

(4) Complies with all provisions of this chapter other than the requirement for instruction in residence.

(b) In making any finding pursuant to this section the State Department of Education may consider as evidence the action of any recognized accrediting with respect to the applicant, organization or entity, but shall not be bound thereby.

156. Any duly authorized officer, employee or other representative of the State Department of Education may enter upon the premises of and inspect or otherwise examine the same and any books, papers or other records pertaining to the educational activities of any degree-granting institution. For failure to permit such entry, inspection or examination or for obstruction thereof, the State Department of Education may invalidate any notice filed with it by the degree-granting institution pursuant to Section 154 of this chapter and may refuse to accept another notice from or on behalf of said institution or any person connected with the administration thereof until such refusal or obstruction has been withdrawn. Any action taken pursuant to this section shall be in addition to any other penalty which may be imposed for violation of this chapter.

157. Neither the fact of filing nor the permission to grant any degree or degrees shall be held to mean that the State Department of Education has passed upon the merits of, or given approval to, a particular course of instruction or degree-granting institution. It shall be unlawful to make, or cause to be made, to any person any representation contrary to the provisions of this section.

158. Any person, firm, corporation, partnership, association, degree-granting institution, or other entity making any false statements in any notice or amendment thereto filed pursuant to Section 154 of this chapter shall be guilty of perjury. Any other violation of this chapter shall be subject to a fine of not less than $1,000 nor more than $10,000 or to a term of imprisonment not to exceed ten years, or both. Each violation shall constitute a separate offense.

159. The State Department of Education acting by the Attorney General may proceed by injunction against any violation of this chapter, but no such proceeding and no order issued therein or as a result thereof shall bar the imposition of any other penalty which may be imposed for violation of this chapter.

B. Applicable only to public two-year colleges

See Sections 1-10 of Article 77A of the Annotated Code of Maryland, 1969.

C. Use of the word "College" or "University"

The use of the word "college" or "university" is governed by the following standard which, acting under its legal authority, the State Board of Education included in a State Department of Education bulletin entitled MARYLAND STANDARDS FOR NONPUBLIC SCHOOLS, Vol. XXXVII, No. 2.

Standard VI H on page 7 of the bulletin, provides:

(H) No organization shall be known or advertised as a school, university, college, conservatory, academy, or institute except within the approval of the State Superintendent of Schools. This shall in no way affect organizations operating as schools, universities, colleges, conservatories, academies, or institutes prior to June 1, 1947.

James A. Sensenbaugh

JAMES A. SENSENBAUGH
State Superintendent of Schools

May 1, 1969

maryland standards

for two-year colleges

INTRODUCTION

Before granting accreditation to a two-year college, the Maryland State Board of Education should be satisfied that the institution has clearly defined educational objectives consistent with the purposes of higher education; consistently endeavors to realize those objectives; maintains a faculty, a program of instruction, a library, laboratories, and equipment and physical facilities adequate to the satisfactory realization of its stated purposes; admits, retains, and graduates only those students who meet, both quantitatively and qualitatively, creditable standards of achievement; issues only such announcements as are in keeping with the actual practices of the institution and with sound educational policies; provides such student activities as are suitable to the fulfillment of the stated purposes of the institution; and operates under a competent administrative organization and a sound financial policy. The State Board of Education is concerned primarily with the intellectual and academic integrity of the individual enterprise, its financial stability and ability to carry out the purposes it has set for itself, and the fidelity with which the administrative and instructional staffs perform their functions.

DEFINITION

The Maryland State Board of Education will consider for accreditation as a two-year college any institution which offers at least one or more approved two-year Associate Degree curricula to which admission is open to those students who have satisfactorily graduated from a high school accredited either by its own State Department of Education or by a regional accrediting association recognized by the United States Office of Education, or who have received a High School Equivalence Certificate or who have otherwise demonstrated ability to enroll in a degree curriculum. Exceptions may be made for certain students, e.g., students from foreign countries whose formal education is judged to be the equivalent of graduation from a State-approved high school; and mature non-high school graduates who have demonstrated potential for individual college courses. Unusually able students who have completed three years of high school, and are recommended for advanced admission by the high school and by the local board of education on successful completion of the first year at the college, shall be eligible to receive a high school diploma.

In these standards where reference is made to community colleges it is understood that it applies equally to junior colleges.

Two-year degree curricula are designed either for transfer credit toward a baccalaureate degree in a four-year college or university or as preparation for immediate entry into some occupation. The American Association of Junior Colleges refers to this latter group as occupational curricula, the term which is used also in these standards. Comprehensive community colleges offer both of the above types of programs in addition to courses in continuing education and community service programs.

Certificate programs are college-level programs consisting of at least 12 semester hours and generally less than 60 semester hours. These programs carry the same performance and academic requirements as do degree programs.

Until a two-year college receives authorization from the State Board of Education to confer its first Associate degrees it will be expected that at least 75 percent of the full-time equivalent students will be enrolled in programs leading to the Associate degree. This means in effect that during at least the first two years of operation the two-year college would place major emphasis upon Associate degree programs.

Certain short-term courses are frequently offered, generally not carrying college credit. For successful completion of these courses a letter of recognition may be granted.

PURPOSES AND OBJECTIVES

An institution of higher education should publish a clear statement of purpose — its reasons for existence — and a clearly stated set of objectives — those desirable changes expected to be achieved in its students. There should be evidence that the objectives are understood and accepted by the faculty and the Board of Trustees and that the faculty has had a significant role in their formulation.

In the education program of every collegiate institution seeking State accreditation there should be included a substantial amount of basic college studies in the arts and sciences. Although the amount and composition of such studies may vary among institutions, the State Board of Education considers a minimum for Associate degree programs to consist of at least 24 semester hours of college-level courses in the humanities, the natural sciences and mathematics, and the social sciences. The major portion of this Liberal Arts component must be evenly distributed among the broad fields of the Arts and Sciences which are not directly supportive of the area of concentration. In addition, physical education is considered an appropriate part of any degree program.

ADMISSIONS

The institution should admit for degrees and certificates only such students as meet, both quantitatively and qualitatively, its announced entrance requirements. A college should require for admission the satisfactory completion of a four-year course in a secondary school approved by a recognized accrediting agency or its equivalent. However, students of outstanding academic achievement and maturity may be considered for admission prior to secondary school graduation.

The two-year college, in addition to admitting those who satisfy its stated entrance requirements, may permit entrance to others who give evidence of being able to derive personal benefits from its offerings. Before admitting a student to a transfer curriculum, the college should assure itself and the student that his high school preparation, in addition to the program to be pursued by him at the college, would qualify him for possible admission with advanced standing into the program and the college to which he plans to transfer. Adults and certain other students, not candidates for the associate degree, may be admitted as special students to individual college level courses for which they seem eligible by maturity or unique experience, even though they do not hold secondary school diplomas.

FACULTY

The members of the instructional staff should be thoroughly prepared, by formal education and by successful experience, in the specific subjects which they are assigned to teach. The minimal preparation of the members of the faculty should ordinarily be a master's degree or its equivalent in their respective fields of teaching from a recognized graduate or professional school. A substantial portion of the course work should be taught by full-time faculty members.

For those who teach certain specialized courses of a technical or vocational nature, the highest educational requirements will be expected compatible with the teaching assignment, practical experience being given special consideration.

INSTRUCTION

The institution should offer instruction that will enable its students to receive the educational benefits intended. The degree to which the institution as a whole lives up to its promises to the public in the quality, scope, and results of its program of instruction will be judged by such criteria as the success of its graduates in the colleges and universities to which they transfer, in the occupations which they enter, in the evaluation of performance during their two-year college careers, and as well as their effectiveness as responsible citizens.

The size of the classes and the teaching load of the individual instructor should be such as to promote effective learning. Effective teaching requires that the instructor have ample time for preparation and for conferences with students. Participation in nonclassroom responsibilities is also generally accepted as a duty of a faculty member. The teaching load should not exceed 15 semester hours with 12 semester hours as the accepted goal. Twenty-two contact hours should be the maximum load for those whose teaching includes laboratory-type courses — those requiring two or three 50-minute periods of instruction per week for each semester hour of credit. No more than three 50-minute periods of laboratory work should be required for one semester-hour of credit. In determining faculty load, provision may be made for major faculty responsibilities other than their teaching assignment.

CURRICULUM

The curriculum of the institution should represent a well-planned sequence of related courses designed to achieve the purposes and objectives of the institution. All degree curricula in technical or occupational fields should give recognition to the relationship between broad and general education and the acquisition of techniques and skills in the particular technical or occupational field.

The responsibility for the grouping of courses, departments, or divisions, and the curricular content of each will lie with each institution. The merit of the curricular organization will be judged primarily by the manner in which it functions. The institution should be able to show clearly that the curriculum described in published statements is effectively administered in the case of individual students and that there is reasonable adherence to stated requirements in the awarding of degrees and certificates. The number of curricula offered should be determined by the needs of the constituency served, the nature of the enrollment, and the educational objectives of the institution. For every course taught there should be available a clear and current state-

ment including at least the following: (1) specific objectives, (2) scope, including content, outline, and bibliography, (3) sequence, and (4) instructional procedures.

Transfer curricula should provide courses in English, foreign language, social sciences, natural sciences, mathematics, and fine arts equivalent to those prescribed in the lower division of four-year colleges and universities. In addition, there should be acceptable elective courses in these or other fields to meet the minimum requirements for admission to full junior class standing at these institutions.

Every degree curriculum (transfer or occupational) must include not less than 24 semester hours of required Arts and Sciences courses representing the Humanities, the Natural Sciences and Mathematics, and the Social Sciences. It is desirable that one laboratory science be offered in the Natural Sciences and that at least one foreign language be made available.

Every occupational curriculum leading to the Associate Degree must include not less than 24 semester hours of required courses designed specifically for the occupation for which preparation is offered.

Certificate programs must include at least 12 semester hours of college-level courses, not necessarily including any courses in the Arts and Sciences.

Letters of Recognition may be awarded for programs of duration less than the equivalent of 12 semester hours. Such programs may be composed of courses carrying college credit and may be open to people who do not meet the requirements of the college.

LIBRARY

The institution must provide library facilities appropriate and adequate to the effective realization of its stated educational objectives. It is desirable to allocate at least 5 percent of the overall budget to the library. Among the factors to be considered in judging the adequacy of the library facilities will be the following: the extent to which the library is actually used by both students and faculty members; the manner in which the library supports the objectives of the institution; the number, the variety, and the up-to-dateness of the books, periodicals, and newspapers; the professional preparation of the members of the library staff; the adequacy of staff and the effectiveness of the administration of the library; the sufficiency of the space set aside for quiet study and leisure-time reading; the accessibility of materials for reference, collateral study, and general reading; the amount of the annual appropriation for new books; the method by which new books are selected; and the extent to which personnel, space, and equipment and materials are assigned to provide learning resources in media other than the printed word.

LABORATORIES

The institution must provide modern laboratories and equipment and other special facilities necessary for the adequate realization of its stated educational objectives.

GRADUATION

A two-year college must require for an associate degree the satisfactory completion of no fewer than 60 nor more than 70 semester hours of college credit (exclusive of basic physical education and orientation to college); and must require an average of C, at least, for graduation in both degree and certificate programs.

THE CATALOG AND ANNOUNCEMENTS

The catalog and all other announcements of the institution shall accurately describe the institution and its actual offerings. Material designed primarily for publicity purposes should be published separately and should be fully consistent with the catalog. The catalog should include a full roster of the official board of control; a full roster of the faculty, showing earned degrees and where granted; a calendar of the academic year; a statement of the origin and the objectives of the institution, the entrance requirements, and the graduation requirements; an itemized statement of student costs, including a statement of tuition, fees, and other costs; specific information concerning scholarship funds and opportunities for partial self-support; a description of the location of the institution and of its buildings, grounds, and equipment; a description of each course and its prerequisites (if applicable) to be offered during the year for which the catalog is issued, and a clear indication, wherever the situation exists, that a particular course will not be offered during that year.

STUDENT WELFARE AND ACTIVITIES

The institution should provide opportunities for a well-regulated program of such student activities and counseling procedures as are necessary to meet the cultural, social, physical, occupational, and health needs of its students.

The program of student activities should be under faculty guidance, but care should be taken to encourage the development of student participation and leadership. The financial programs of all extracurricular activities supported by student fees should be properly audited and publicized.

ADMINISTRATION

The institution should give evidence of being administered by educationally competent and morally responsible persons who are responsive to the needs of the students, the faculty members, and the community.

The effectiveness of the administration will be judged in part by the efficiency with which the educational program is carried on, the care with which the announced policies of the institution are adhered to, the esprit de corps of the college, the adequacy of the provisions for cumulative records and for health, guidance, and placement services for the students, and the extent to which students and faculty are permitted to participate in policy making in matters directly affecting them.

Consideration will be given to the conditions of academic freedom at the institution and the provision made for security of tenure, retirement, and salary allowance.

The functions of trustees, faculty, and staff administrative officers should be clearly defined with evidence that operation is consistent with the plan. It would be highly desirable to have the interrelationships of these groups defined in a published statement.

FINANCES

The institution must be incorporated not for profit and have resources from student tuition and/or fees and other income adequate for the effective accomplishment of its announced purposes. These resources should enable the institution to employ and retain, with some degree of permanence, thoroughly competent instructors and executives, even though the enrollment

of the institution is occasionally smaller than usual. The income must be so expended as to provide adequately for instruction, administration, maintenance, equipment and supplies, library, and student activities. The expenditures for recruitment of students should not be disproportionately large.

If an educational institution plans to grant the Associate degree, it must establish to the satisfaction of the State Superintendent of Schools that it has resources of at least $300,000, beyond all indebtedness, before it can receive approval to commence operation as a two-year college. Furthermore, the State Department of Education must be kept informed regarding any expenditures from this reserve fund. Failure to do this may result in withdrawal of State-approval of the college.

The president and the board of trustees are responsible for the financial management of the institution and may delegate to a responsible officer supervision of the budget approved by the board in accordance with its stated educational purposes. There must be an annual audit by a properly qualified, independent auditing agency which should give a detailed and accurate picture of the financial status of the institution. A copy of this audit must be submitted to the State Department of Education.

BUILDINGS AND GROUNDS

The institution should have a physical plant and a standard of maintenance which enable it to accomplish its stated purposes.

BOARD OF TRUSTEES

The personnel of the board of trustees should be selected carefully. Although no specific number is prescribed, a board of from seven to thirteen members should provide a diversity of talent to enable it to solve a wide variety of problems without, at the same time, being so large as to become unwieldy. To perform such important tasks as selecting a president, managing the funds and properties, and approving basic policy of the institution requires the attention of able, experienced, and forward-looking men and women.

There is much to be said for a time and age limit for remaining on the board. Although maintenance of continuity is a desirable goal there is also merit in building upon new strengths and interests.

There should be no conflict of interest or personal gain on the part of individual members of the Board of Trustees, nor should any member accept a salary or a fee for his services as a board member. No trustee should enter into a business relationship for his own profit with the college on whose board he serves.

The president of the institution is the executive officer through whom the board carries out its program and exercises its control. The duties, responsibilities, and the relationship of the board of trustees with the administration, faculty, and other staff members should be clearly defined.

A major factor in the success of any collegiate institution is the extent to which the board understands the objectives of the institution and its role in achieving those objectives.

GENERAL IMPRESSION

In judging the soundness of the program and the life at each college, particular attention will be paid to the general impression of seriousness of purpose, educational interest, intellectual alertness, and personal integrity of the students, the faculty members, the administration, and the governing board.

ACCREDITATION SCHEDULE

Prior to graduating its first class of students, the college will be considered as operating under a provisional approval.

To graduate its first class of students or to confer its first associate degree the college must request authorization of the State Board of Education. This request should be initiated at least six months before the scheduled date of the graduation exercises. Approval of this request will be considered as final approval or State accreditation.

A formal evaluation of progress will be made by the State Department of Education not later than five years after receipt of final approval and regularly thereafter at five-year intervals, or more often if deemed advisable by the Maryland State Board of Education.